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|--|-------------------------------|---------------------------|-------------------------------------|---|--------------|-------|----------------|-------|---------------|-------------|---|---|---------------|--|---|----|---------------|-----------|-----|-----|--|-----------------|-----|-----|--|------------------|-----|-----|--|-------------------|-----|--|--------|------------|-----|--|--|--|-----|--|--|--|-----|--|--|--|----|--|--|--|-----|--|--|--|-----|--|--|--|-----|--|
| NAN YA PLASTICS CORP.-AM ICA Personnel Action Form - Change | | | | Print on 1/27/00 Return Before 3/ 8/ 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Information | | | | Social Security No:250133244 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name : POWELL | CHERYL | H. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alias:POWELL,CHERYL,H. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Original Hire Date : | 3/08/99 | FPG-USA Hire Date : | 3/08/99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recently Rehire Date: | 3/08/99 | Affiliate Transfer Date : | 0/00/00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Employee or Present Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Present Data | | New (** must be filled) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Effect Date | | | | <u>3/08/00</u> ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location Name | NAN YA PLASTICS CORP, A NALC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department Name | Q.C. DEPARTMENT OFFICE 6310 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Code & Title | ADAS ADMINISTRATIVE ASSISTANT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Grade/Category | 04 Assistant | AT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Performance Rating /Merit Increase % | PG <u>A</u> | | | Merit <u>4.5</u> % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Promotional/Special Increase% (If any) | | | | Promo. % Special % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Increase % | | | | Total <u>4.5</u> % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yearly Base Salary or Hourly Wage | 18,000.00 | | | <u>18,810.00</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Next Review Date | 3/08/00 | | | <u>3/08/01</u> ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments & Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>In grade 04,</td> <td>#####</td> <td>Merit Increase</td> <td>#####</td> </tr> <tr> <td>Min: 16000.00</td> <td>Compa-Ratio</td> <td>C</td> <td>B</td> </tr> <tr> <td>Mid: 21500.00</td> <td></td> <td>A</td> <td>A+</td> </tr> <tr> <td>Max: 25100.00</td> <td>Below .79</td> <td>2.5</td> <td>4.0</td> </tr> <tr> <td></td> <td>From .80 To .89</td> <td>2.0</td> <td>3.5</td> </tr> <tr> <td></td> <td>From .90 To 1.00</td> <td>4.5</td> <td>5.5</td> </tr> <tr> <td></td> <td>From 1.01 To 1.09</td> <td>5.0</td> <td></td> </tr> <tr> <td>= .837</td> <td>Above 1.10</td> <td>4.0</td> <td></td> </tr> <tr> <td></td> <td></td> <td>3.5</td> <td></td> </tr> <tr> <td></td> <td></td> <td>2.5</td> <td></td> </tr> <tr> <td></td> <td></td> <td>.5</td> <td></td> </tr> <tr> <td></td> <td></td> <td>2.0</td> <td></td> </tr> <tr> <td></td> <td></td> <td>3.0</td> <td></td> </tr> <tr> <td></td> <td></td> <td>4.0</td> <td></td> </tr> </table> | | | | | In grade 04, | ##### | Merit Increase | ##### | Min: 16000.00 | Compa-Ratio | C | B | Mid: 21500.00 | | A | A+ | Max: 25100.00 | Below .79 | 2.5 | 4.0 | | From .80 To .89 | 2.0 | 3.5 | | From .90 To 1.00 | 4.5 | 5.5 | | From 1.01 To 1.09 | 5.0 | | = .837 | Above 1.10 | 4.0 | | | | 3.5 | | | | 2.5 | | | | .5 | | | | 2.0 | | | | 3.0 | | | | 4.0 | |
| In grade 04, | ##### | Merit Increase | ##### | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Min: 16000.00 | Compa-Ratio | C | B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mid: 21500.00 | | A | A+ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Max: 25100.00 | Below .79 | 2.5 | 4.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | From .80 To .89 | 2.0 | 3.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | From .90 To 1.00 | 4.5 | 5.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | From 1.01 To 1.09 | 5.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| = .837 | Above 1.10 | 4.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | .5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 2.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 4.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Salary History (up to latest three) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Effect Date | Loc. Code | Dept. Code | Job Grade | Job Cat. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/08/99 | NALC | 6310 | 04 | AT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 18,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approvals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Supervisor / Department Manager | | 3. Division Head | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | <u>Steph. W.</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | <u>3/17/00</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Plant Manager / Director | | 4. President Office | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | <u>Jin</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | <u>3/04/00</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel/Payroll Only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emp.Status:A / | Class.:F / | Group:S / | Pay Schedule Date: <u>3/28/00</u> / | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel: | Payroll: <u>3/28/00</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

DEFENDANT'S
EXHIBIT

Z
Powell

MAR. 29 ENTD

01AA000013
18502.0019 Personnel File

RATING SUMMARY

Employee C. Powell Evaluation Date 3/16/00
 Position Adm Asst. Hire Anniversary Date 3/18/98

Side 1

HUMAN RESOURCE DEVELOPMENT PERFORMANCE RATING

| • PART A: FOR ALL EMPLOYEES | | Evaluation Points |
|--|--|-------------------|
| 1. | DEVELOPMENT OF SELF Degree to which growth and continual improvement is sought, as evidenced by creating and implementing an Individual Development Plan, and meeting Master Training Plan requirements. | 89 |
| 2. | COLLABORATION Able to work/cooperate with others on an individual or group basis. | 90 |
| 3. | DILIGENCE AND ETHICS Earnest and persistent effort to accomplish what is undertaken while adhering to strong ethical principles, and, working with honesty and integrity in dealings with co-workers and customers. | 92 |
| 4. | GOAL SETTING AND ACHIEVEMENT Able to define and prioritize goals/objectives and to carry out specific courses of action for self and/or others to achieve them; possesses extraordinary commitment of time and energy to ensure task/goal achievement. | 89 |
| 5. | VERSATILITY Able to modify one's own behavioral style to respond to the needs of others while maintaining one's own objectives and sense of dignity. | 86 |
| • PART B: FOR ALL SUPERVISOR AND ABOVE POSITIONS | | |
| 6. | LEADERSHIP Able to influence the actions and opinions of others in a desired direction: exhibits judgment in leading others to worthwhile objectives. A leader is someone who develops and inspires a realistic, achievable shared vision, challenges the process, enables others to act in a planned manner in order to attain practical results, and with emotional maturity, models the way while encouraging the heart. | |
| 7. | DEVELOPMENT OF OTHERS Effectiveness and thoroughness of managerial efforts to develop the knowledge, skills and abilities of subordinates, as measured by the implementation of staff Individual Development Plans, attaining Departmental Master Training Plan objectives, and the diligence displayed in meeting the requirements of the <i>Performance Review and Evaluation Guideline</i> . | |
| <u>AVERAGE of EVALUATION POINTS</u> | | <u>89.2</u> |

*See Section 6.4 for an explanation of EVALUATION POINTS and how they relate to a person's Performance Grade and Rating.

I. HUMAN RESOURCE DEVELOPMENT PERFORMANCE RATING [30% weight]

Average of Evaluation Points (from above) 89.2 x .30 =

26.76

II. INDIVIDUAL ANNUAL GOALS [70% weight]

Average of Evaluation Points (from Attachment 1) 89.6 x .70 =

62.7

III. RECOMMENDED OVERALL RATING SUMMARY - EVALUATION POINTS

89.5

| YOUR RATING IS (Circle One) | OUTSTANDING A+ 93 - 100 | EXCEEDS EXPECTATIONS A 85 - 92 | COMPETENT B 70 - 84 | IMPROVEMENT NEEDED C 60 - 69 | NOT ACCEPTABLE D 59 and below |
|-----------------------------------|-------------------------------|---|---------------------------|---------------------------------------|--|
|-----------------------------------|-------------------------------|---|---------------------------|---------------------------------------|--|

SIDE 2 MUST BE COMPLETED (SEE OVER)

RATING SUMMARY

Side 2

This side must be completed prior to submission and final approval.

Immediate Supervisor's Comments:

Ms Powell has performed well as QC Admin Asst. She is an asset to our dept.

Employee has these particular strengths:

Attitude and willingness to accept more responsibilities
Leaves no tasks pending

Areas for further development or improvement are:

Continue to learn more about ISO 9000, and D5400 system

Initial Preparation By Steph May Date 3/15/00
(Immediate Supervisor)

Employee's Comments:

I have no qualms, but would like to say my first impression of this company in the basic professionalism I perceived upon arrival ^{as great} as it still remains. Top management are my model to guide my ability to become a business professional. I really enjoy the QC Audit Office work this.

Employee's Signature Cheryl Powell Date 3/16/00

Approving Manager's Comments:

Ms Powell does a good job.

Approved By Steph May Date 3/17/00

Original of this document to Personnel Department

- ATTACH ADDITIONAL SHEET IF MORE SPACE IS REQUIRED

INDIVIDUAL ANNUAL GOALS

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation, make a copy of this form and the previous year's goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheryl Powell _____

For (Year) 2001

| | | | | |
|--|-------|------|-----------|----------|
| Employee and Supervisor Initial and Date at each Quarterly Review | March | June | September | December |
|--|-------|------|-----------|----------|

For Salary Employees (Section Manager and above use Form # 1N42)

Points _____
(To be filled out on the copy attached to the evaluation)

Overall Evaluation

Reviewed By: _____

| Goal # | (1) Description of Goals/Responsibilities | (2) Performance Expectations; Standards | (3) Target Date | (4) Self-Evaluation: Actual Performance vs. Standards | (5) Supervisor's Evaluation | Evaluation Points |
|-----------------------|--|---|-----------------|---|-----------------------------|-------------------|
| 1. GOALS | <ul style="list-style-type: none"> 1. To become Ann's backup and generate chip COA's. 2. To become a proficient administrative assistant in all areas of QC and wherever help is needed. 3. To become more knowledgeable with payroll, 401K and insurance programs to better assist/support our people. 4. To become efficient with Abnormal, ISO9000, SOP, Response Service Reports, Inter-office communications, Recommendations, Attorney's Budget & Morning Process Reports. 5. Practice Nau Ya Plastics Corp. SS. 6. Promote Nau Ya's 10's. 7. To become a model of the expected responsible person. | <ul style="list-style-type: none"> June August August August August Present Present Present | | | | |
| 2. STAPLE FIBER COA'S | <ul style="list-style-type: none"> 1. Ensure the customer receive what they request. 2. Maintain communication with my supervisor to better understand who the customers/buyers are. 3. Provide buyer and the customer shipped to, with the same test results. | <ul style="list-style-type: none"> Present Present Present | | | | |

INDIVIDUAL ANNUAL GOALS

For (Year) 2001

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheryl Powell _____

Reviewed By: _____

| | | | | | | |
|----|------------------------------|---|----------------|------|--|--|
| 3. | CUSTOMER REQUIREMENTS | <ul style="list-style-type: none"> 1. Notify Production Planning when changes are not seen on the Quality Requirements for Staple Fiber Customer Shipments. 2. Update Physical Properties quarterly. | June | | | |
| 4. | MONTHS END REPORT | <ul style="list-style-type: none"> 1. Expedite reports to next section. Key in POY, DTY, & Chemical Quality Record, sort by lot, date, and lines. Show previous two months data and circulate. 2. DTY Inspection of Damaged Bobbins, DTY Manually Fed In & DTY Manually Taken Out Report and circulate. | Present May | June | | |
| 5. | FILING/HOUSEKEEPING | <ul style="list-style-type: none"> 1. Practice Nan Ya S's. 2. Practice the THM. | Present | | | |
| 6. | SAFETY | <ul style="list-style-type: none"> 1. Be aware of hazardous situations, correct the problems and or report to the supervisors. | Present | | | |
| | | U.S. 100% C.G. | | | | |

Form # PH4 Rev. 5/99 See Section 6.4 of the Guideline for Performance Review and Evaluation for Performance Ratings, Performance Grades and Evaluation Points.

INDIVIDUAL ANNUAL GOALS

For (Year) 2000

- Employee and Srv/Mgr Initial and Date
at each Quarterly Review
1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous year's goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheryl H. Powell
Reviewed By: _____

For Salary Employees (Section Manager and above use Form # Pn42)

(To be filled out on the copy attached to the evaluation)

Overall Evaluation Points _____

| Goal # | (1) Description of Goals/Responsibilities | (2) Performance Expectations: Standards | (3) Target Date | (4) Self-Evaluation: Actual Performance vs. Standards | (5) Supervisor's Evaluation | Evaluation Points |
|--------|---|--|------------------------|---|-----------------------------|-------------------|
| 1. | Staple Fiber COA's | 1. Control the templates and any other software programs that are used to produce COA's. | June | | | |
| 2. | Morning Reports | 1. Prepare the reports earlier by 10 minutes daily. 2. Learn how to find errors on the DTY Quality Data Report and successfully edit the report with minimal support. | June September | | | |
| 3. | QC Forms | 1. Update, create & design any that are needed within the QC department. | June | | | |
| 4. | Training | 1. Learn how to properly fill out Chip COA's and fill in when needed. 2. Master Excel program. | September September | | | |
| 5. | Communication | 1. Listen more attentively and stay motivated. Get involved with business decisions. | June | | | |
| 6. | Professionalism | 1. Conduct myself professionally and treat others with dignity and respect. | June | | | |

Form # Pn41 Rev. 5/99. See Section 6.4 of the Guideline for Performance Review and Evaluation for Performance Ratings, Performance Grades and Evaluation Points.

INDIVIDUAL ANNUAL GOALS

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheryl Powell

For (Year) 2000

Reviewed By: *[Signature]*

| | | | | |
|---|-------|------|-----------|----------|
| Employee and Svc/Mgr Initial and Date at each Quarterly Review | March | June | September | December |
|---|-------|------|-----------|----------|

For Salary Employees (Section Manager and above use Form # PMA2)

| Goal # | (1) Description of Goals/Responsibilities | (2) Performance Expectations; Standards | (3) Target Date | (4) Self-Evaluation: Actual Performance vs. Standards | (5) Supervisor's Evaluation | Evaluation Points | Overall Evaluation Points | |
|------------------------------|--|---|---|---|---|-------------------|---|---|
| | | | | | | | (To be filled out on the copy attached to the evaluation) | (To be filled out on the copy attached to the evaluation) |
| 1. Staple Fiber COA's | <ul style="list-style-type: none"> 1.) Control the templates and any other software programs that are used to produce COA's. 2.) Attentive to Shipping List for mislabeled nodes/lot #'s. 3.) Aware of each customer's needs. | June | <ul style="list-style-type: none"> 1. Controlling files successfully. 2. Controlling or stopping shipments out in error. 3. Submitting COA's that provide customers with needed info. | <p><i>for a few more / months on road/ presenting customer problems</i></p> | <i>good job reporting concerned on DTW report</i> | 90 | | |
| 2. Morning Reports | <ul style="list-style-type: none"> 1. Prepare the reports 10 minutes earlier daily. 2. Learn how to find errors on the DTY Quality Data Report and successfully edit the report with minimal support. 3. Compile and distribute to appropriate persons. | June | <ul style="list-style-type: none"> 1. Contacting responsible persons for the missing reports and submitting to the PMO's. 2. Properly editing DTY reports. 3. Morning reports are submitted within the posted time for PIP to fix to Taiwan. | <p><i>good job reporting concerned on DTW report</i></p> | <i>good job</i> | 85 | | |
| 3. QC Forms | <ul style="list-style-type: none"> 1. Update, create & design any that are needed within the QC department. | June | <ul style="list-style-type: none"> 1. Have attained knowledge that requires successful job performance. 2. Binding books for lab results. | <i>good job</i> | <i>good job</i> | 80 | | |
| 4. Training | <ul style="list-style-type: none"> 1. Learn how to properly fill out Chip COA's and fill in for Ann when needed. 2. Master Excel programs. | September | <ul style="list-style-type: none"> 1. Willing to deliver. 2. Achieve more knowledge of excel programs to provide myself/colleagues with charts, worksheets, etc. | <p><i>continue to keep about Excel, and other programs</i></p> | <i>good job</i> | 80 | | |

Form # PMA1 Rev. 5/99 See Section 6.4 of the Guideline for Performance Review and Evaluation for Performance Ratings, Performance Grades and Evaluation Points.

INDIVIDUAL ANNUAL GOALS

2 At the time of her removal from the hospital she was

...תְּמִימָנָה וְמִמְּלֵאָה

3. List Overall Evaluation Points on the cover that is attached to the evaluation.

Reviewed By Steve Sosa

| | | | |
|--|------|---|--|
| Communication | June | 1. Bring open-minded and responsive member expressing opinions 2. Currently an-Audited Committee | Good job w/ communication VERY ACTIVE w/ IT |
| 1. Listen more attentively and stay motivated. Get involved with business decisions. | | | |

bom R; 1984 Rev. 599 See Section 6.4 of the Guideline for Performance Review and Evaluation for Performance Ratings, Performance Grades and Evaluation Pointscis

INDIVIDUAL ANNUAL GOALS

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous year's goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

For (Year) - 1999

Employee and Supervisor Initial and Date

at each Quarterly Review

March

June

September

December

For Salary Employees (Section Manager and above use Form # PNA4)

(To be filled out on the copy attached to the evaluation)

Overall Evaluation Points _____

| Goal # | (1) Description of Goals/Responsibilities | (2) Performance Expectations; Standards | (3) Target Date | (4) Self-Evaluation: Actual Performance vs. Standards | (5) Supervisor's Evaluation | Evaluation Points |
|--------|---|--|------------------------|--|---|-------------------|
| 1. | Training | This is the first review. The first 2-3 months were spent training on morning reports, COA preparations, AG's and HJ's logistics, using the AS400 for ordering supplies. Being a troubleshooter for the copier, fax and printer. | Daily by 9:30 a.m. | Successfully performed under probation. | <i>Higher quality and faster improvements are!!</i> | 90 |
| 2. | Staple Fiber COA's | 1. Staying abreast of Customer Quality Requirements. 2. Keep supervisor informed of not receiving enough new information and when unfamiliarity's show up on COA, shipping list. 3. Record and create spreadsheets to maintain updated data to ensure the customer has a current COA. | Daily before 4:00 p.m. | I have a commitment to win our customers confidence by providing COA's accurately and efficiently. This shall be complete by 4:00 p.m. daily. | <i>Our Time with a minimum effort, we caught up after that prevent customer problem</i> | 91 |
| 3. | Morning Reports | 1. Responsible for keying Staple Fiber Grade Summary, QC Summary Report, QC POY & DTY Packing Report, Chemical Lab Inspection Daily Report and the DTY Quality Daily Report for Production Planning to send out the daily Process Performance Summary & the SF Process Performance Summary throughout interdepartmental and to Tapi. | Daily before 9:30 a.m. | I have proven to be proficient in the areas of accuracy and time management which allows Production Planning to deliver to top management within their desired time frame. | <i>Report on time Continue to keep more about store stock items, as you see etc</i> | 90 |
| | | 2. Responsible for ordering Store Stock Request. | Daily | | | |

Form 3 (Rev. 5/99) See Section 6.1 of the Guideline for Performance Review and Evaluation for Performance Ratings, Performance Grades and Evaluation Points.

Page 1 of 3

INDIVIDUAL ANNUAL GOALS

For (Year) _ 1999

| | | | | | | |
|----|---|--|---|--|--|---|
| 1. | Additional Training | 1. Prepare and close payroll for approximately 90 employees. 2. Management training on Vacation Policy 3. Prepare Packing Daily Production Report. 4. Experience with SOP revisions. 5. Becoming more familiar with the ISO 9000 policies. 6. Also, am familiar with Process Procedures and Quality Records List. | As Needed Daily As Needed When opportunity knocks. | Developed confidence and skill to handle any questions that may arise. Will pursue more research and become well rounded at reading Payroll's abnormal report. | More training needed For LSCO 9000 Internal Proc. System SOPs | Employee Name: Cheryl H. Powell Reviewed By: |
| 5. | Recording Service Copy & Filing Original Response Forms | 1. Copying all Technical Service original Response Forms and filing in Response Binder. Record all Technical Service "Service Reports" in a Service Log Binder when mailing to next official in line to receive document. | Daily | The workflow gets handle correctly but would like to learn more about this system. | Good job | 91 |
| 6. | Paperwork Flow & Procedures | 1. Properly prepares purchase requisitions, safety reimbursements, recommendation reports, employee of the month, injury report, distribution of production notices, also reports for POY side I and II, DTY, and Chemical Sections to be sent to section managers and department heads. | Daily | Enjoy processing special requests. | Good job | 91 |
| 7. | Teamwork | 1. Communicating with people by doing what is expected of me with enthusiasm. Able to respond to needs of others while being in charge of my responsibilities. | Daily | Formula for teamwork. Responsibilities over Expectations. What this means to me is do what I am responsible for without expecting more from someone else. | Communicate well Satisfied with work | 91 92 |

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once quarter.
2. At the time of the annual evaluation make a copy of this form and the previous year's goal to attach to the evaluation form.
3. Last Overall Evaluation Points on the copy that is attached to the evaluation.

INDIVIDUAL ANNUAL GOALS

For (Year) - 1999

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once quarter.
2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheryl H. Powell
Reviewed By:

| Goal # | (1) Description of Goals/Responsibilities | (2) Performance Expectations; Standards | (3) Target Date | (4) Self-Evaluation: Actual Performance vs. Standards | (5) Supervisor's Evaluation | Evaluation Points |
|---------------------|--|---|---|---|-----------------------------|-------------------|
| 8. Special Projects | <ul style="list-style-type: none"> 1. Organized Instrument Manuals, some office organization, making bookbinders for others, researched history of service maintenance occurrences on copier. 2. Also, notifying supervisor or General Affairs of housekeeping problems. 3. Offering my time to serve as needed when special events arrive. | Daily | By expediting time management I have been able to properly handle these extra task. | PERFECT now prepared to handle more responsibility | 80% | 100% |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |